



MIAMIBEACH

PERSONNEL BOARD MEETING

Friday, December 19, 2008

Commission Chambers - THIRD FLOOR

MIAMI BEACH CITY HALL - 9:00 A.M.

A G E N D A

1. Approval of Minutes - October 17, 2008 Personnel Board Meeting
2. Guidelines used to screen driving records
3. Discussion regarding Personnel Board Awards

Discussion

4. Classified Performance Evaluations - The request from Personnel Board Members for Department Directors with more than 10% or with 10 or more past due performance evaluations to appear before the Board.

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MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PERSONNEL BOARD MEETING OF October 17, 2008

Attending:

Elsa Urquiza	Chairperson
David Alschuler	Vice Chairperson
Michael Perlmutter	Associate Member
Zalman Bacheikov	Associate Member
Bunny Patchen	Associate Member
Evette Phillips	Employee Member
Renato Sejas	Employee Member
Kristin Tigner	Acting Secretary

Absent:

Paco Basantes	Employee Member
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ITEM 1 – Approval of minutes.

Elsa Urquiza, Chairperson convened the Personnel Board meeting at 9:04 a.m.

Upon motion by Bunny Patchen, Associate Member, and seconded by Michael Perlmutter, Vice Chairperson, the minutes of the September 19, 2008 Personnel Board meeting were approved.

ITEM 2 – Guidelines used to screen driving records.

The Board was presented with a draft policy of guidelines used to screen driving records of applicants. Bunny Patchen, Associate Member, questioned if there were any provisions on how frequently current employees' driver's licenses are screened and if there were any disciplinary policies in place for those employees that may have accrued any new incidents after being hired. Kristin Tigner, Acting Secretary, stated that those employees that are required to drive do have their licenses checked annually by the City's Fleet Management Division and that there are guidelines in place to deal with any negative findings, which are based on provisions of Collective Bargaining Agreements, Personnel Rules and the City's Vehicle Policy.

The Board also expressed concern regarding the potential subjectivity of the policy, where some candidates for positions may be disqualified based on their driving record and others may not. Ms. Tigner informed the Board that the policy was being reviewed by the City Attorney's Office and the Fleet Management Division for any potential issues. The Board requested that the Human Resources Department continue working on finalizing the standard guidelines to screening driving records.

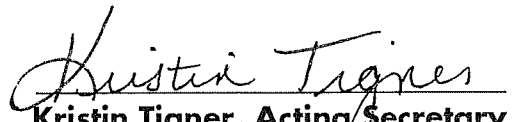
ITEM 3 – Update on Henry Bryant, Fire Fighter I, Performance Appraisal appeal.

Kristin Tigner, Acting Secretary, gave a brief update the Henry Bryant appeal, which was resolved by Mr. Bryant and Chief Yuhr coming to an agreement on the language used in his performance appraisal.

ITEM 4 – Classified performance evaluations - the request from Personnel Board Members for Department Directors with more than 10% or with 10 or more past due performance evaluations to appear before the Board.

The Board continued to note improvements made throughout all City Departments on past due performance evaluations. Elsa Urquiza, Chairperson, recognized the continuing efforts made by all the departments.

With all in favor, the meeting was adjourned at 9:23 a.m.


Kristin Tigner, Acting Secretary

City of Miami Beach *Classified* Performance Evaluations Status Report Comparison
December 2008 Statistics

Department	Total Past Due 60 days:	%age	Total Past Due 30 days:	%age	Total Current	%age	Total <i>Classified</i> Employees:
Building	1	2.08%	1	2.08%	46	95.83%	48
Budget & Perform. Improvement	0	NA	0	NA	0	NA	0
Capital Improvement Project	0	0.00%	0	0.00%	4	100.00%	4
City Attorney	0	NA	0	NA	0	NA	0
City Clerk	2	33.33%	0	0.00%	4	66.67%	6
City Manager	0	NA	0	NA	0	NA	0
Code Compliance	0	0.00%	3	8.11%	34	91.89%	37
Communications	0	N/A	0	N/A	0	N/A	0
Real Estate, Housing & Comm. Dev.	0	0.00%	0	0.00%	2	100.00%	2
Finance	0	0.00%	0	0.00%	8	100.00%	8
Fire	10	14.00%	9	3.19%	263	93.26%	282
Fleet Management	1	6.25%	0	0.00%	15	93.75%	16
Human Resources	0	0.00%	0	0.00%	8	100.00%	8
Information Technology	0	0.00%	0	0.00%	2	100.00%	2
Mayor & Commission	0	NA	0	NA	0	NA	0
Parking	0	0.00%	6	6.52%	86	93.48%	92
Parks & Recreation	11	4.42%	9	3.61%	229	91.97%	249
Planning	1	33.33%	0	0.00%	2	66.67%	3
Police	4	0.81%	4	0.81%	486	98.38%	494
Procurement	0	0.00%	0	0.00%	1	100.00%	1
Public Works	1	0.34%	2	0.69%	288	98.97%	291
Tourism & Cultural Development	1	25.00%	0	0.00%	3	75.00%	4
Total December 2008 Statistics	32	2.07%	34	2.20%	1481	95.73%	1547

Green=90% or Above

Yellow=10 Evals/10% or Above Overdue

City of Miami Beach Performance Evaluations Status Report Citywide Comparison

December 2008 Statistics

Department	Total Past Due 60 days:	%age	Total Past Due 30 days:	%age	Total Current	%age	Total Citywide Employees:
Building	2	3.03%	1	1.52%	63	95.45%	66
Budget & Perform. Improvement	3	18.75%	1	6.25%	12	75.00%	16
Capital Improvement Project	5	17.86%	0	0.00%	23	82.14%	28
City Attorney	17	85.00%	0	0.00%	3	15.00%	20
City Clerk	3	18.75%	0	0.00%	13	81.25%	16
City Manager	8	50.00%	0	0.00%	8	50.00%	16
Code Compliance	0	0.00%	3	7.14%	39	92.86%	42
Communications	1	20.00%	0	0.00%	4	80.00%	5
Real Estate, Housing & Comm. Dev.	2	9.52%	2	9.52%	17	80.95%	21
Finance	3	0.08%	2	5.41%	32	86.49%	37
Fire	12	4.01%	9	3.01%	278	92.98%	299
Fleet Management	3	15.00%	0	0.00%	17	85.00%	20
Human Resources	2	10.00%	0	0.00%	18	90.00%	20
Information Technology	9	20.93%	2	4.65%	32	74.42%	43
Mayor & Commission	0	0.00%	0	0.00%	10	100.00%	10
Parking	4	3.74%	7	6.54%	96	89.72%	107
Parks & Recreation	16	5.97%	9	3.36%	243	90.67%	268
Planning	8	33.33%	2	8.33%	14	58.33%	24
Police	7	1.34%	4	0.77%	510	97.89%	521
Procurement	2	22.22%	2	22.22%	5	55.56%	9
Public Works	6	1.86%	2	0.62%	315	97.52%	323
Tourism & Cultural Development	3	18.75%	1	6.25%	12	75.00%	16
Total December 2008 Statistics	116	6.02%	47	2.44%	1764	91.54%	1927